

Cleaning Specification

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Issued by

IMJ Software Limited

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1 zones | 8 designations grouped into 6 task groups across both parts of this document.

How to use this document

Part 1 - Cleaning Specification

Lists each designation and its tasks with frequency tick columns. Use this as the daily reference for what needs to be done in each area.

Part 2 - Task Detail Reference

Lists equipment, chemical or product, and desired outcome for every task. Use this to check the detail behind a task.

Frequency Key

D - Daily	Every scheduled clean visit.
W - Weekly	Once per calendar week, on the contracted service day.
M - Monthly	First visit of each calendar month.
Q - Quarterly	Every three months, with dates agreed at contract commencement.
P - Periodic	Task-specific schedule shown against the task record.

Part 1 - Cleaning Specification

What to clean, where and how often

Each designation group lists its tasks with a tick in the applicable frequency column. Daily tasks appear first, followed by weekly, monthly, quarterly and periodic tasks.

Ground Floor

Accessible WC

Task	D	W	M	Q	P
Clean and disinfect basin	✓				
Clean and disinfect grab rails	✓				
Clean and disinfect handles, locks and other touchpoints	✓				
Clean and disinfect WC pan	✓				
Clean and disinfect WC seat and surrounds	✓				
Clean and polish taps	✓				
Clean exteriors and replenish consumables	✓				
Clean mirror	✓				
Damp mop floor including edges	✓				
Empty bin and replace liner	✓				

Boardroom

Task	D	W	M	Q	P
Clean accessible table surface	✓				
Clean and disinfect high-touch points	✓				
Dust and wipe accessible furniture	✓				
Empty bins and replace liners where required	✓				
Spot clean internal glazing	✓				
Vacuum carpet including accessible edges	✓				
Wipe accessible chair surfaces	✓				

Ground Floor (continued)

Corridor

Task	D	W	M	Q	P
Clean and disinfect handles and other touchpoints	✓				
Damp mop hard floor including edges	✓				
Spot clean accessible glazing	✓				
Spot clean doors	✓				
Spot clean removable wall marks	✓				
Spot clean skirting	✓				
Vacuum carpet including accessible edges	✓				

Office 1, 2 and 3

Task	D	W	M	Q	P
Clean and disinfect high-touch points	✓				
Damp mop hard floor	✓				
Dust accessible low-level surfaces	✓				
Dust and wipe accessible furniture	✓				
Empty bins and replace liners where required	✓				
Spot clean accessible internal glazing	✓				
Spot clean doors and handles	✓				
Spot clean skirting	✓				
Vacuum carpet including accessible edges	✓				
Wipe clear accessible desk surfaces	✓				

Meeting Room

Task	D	W	M	Q	P
Clean accessible table surface	✓				
Clean and disinfect high-touch points	✓				

Ground Floor (continued)

Meeting Room (continued)

Task	D	W	M	Q	P
Damp mop hard floor	✓				
Empty bin and replace liner	✓				
Spot clean internal glazing	✓				
Vacuum carpet	✓				
Wipe accessible chair surfaces	✓				

Kitchen

Task	D	W	M	Q	P
Clean and disinfect high-touch points	✓				
Clean and disinfect worktops	✓				
Clean and polish taps	✓				
Clean microwave interior and exterior	✓				
Clean sink and drainer	✓				
Clean table surfaces	✓				
Empty bins and replace liners	✓				
Spot clean cupboard fronts and handles	✓				
Vacuum or sweep then damp mop floor	✓				
Wipe accessible appliance exteriors	✓				

Part 2 - Task Detail Reference

Equipment, chemical or product, and desired outcome for every task

Tasks are grouped by designation and frequency. Refer to this section to check the equipment or product required for a task and the expected standard of finish.

Ground Floor

Accessible WC

Task	Equipment	Chemical / Product	Desired Outcome
Daily			
Clean and disinfect basin	Microfibre Cloth	Washroom Cleaner	Clean and free from soap residue, scale, dirt and marks.
Clean and disinfect grab rails	Microfibre Cloth	Disinfectant Cleaner	Visibly clean and free from dirt and contamination.
Clean and disinfect handles, locks and other touchpoints	Microfibre Cloth	Disinfectant Cleaner	Visibly clean and free from dirt and contamination.
Clean and disinfect WC pan	Toilet Brush	Washroom Cleaner	Hygienically clean and free from staining, scale, soil and odour.
Clean and disinfect WC seat and surrounds	Microfibre Cloth	Disinfectant Cleaner	Hygienically clean and free from dirt, marks and contamination.
Clean and polish taps	Microfibre Cloth	Washroom Cleaner	Clean and free from scale, dirt, water marks and smears.
Clean exteriors and replenish consumables	Microfibre Cloth	Disinfectant Cleaner	Clean, operational and adequately stocked.
Clean mirror	Glass Cloth	Glass Cleaner	Free from fingerprints, splashes, smears and marks.
Damp mop floor including edges	Flat Mop	Neutral Floor Cleaner	Clean, dry and free from dirt, hair, marks and debris.
Empty bin and replace liner	Waste Sack	None	Empty, clean externally and fitted with a suitable liner.

Boardroom

Task	Equipment	Chemical / Product	Desired Outcome
Daily			
Clean accessible table surface	Microfibre Cloth	Multi-Surface Cleaner	Free from dust, dirt, fingerprints and marks.
Clean and disinfect high-touch points	Microfibre Cloth	Disinfectant Cleaner	Visibly clean and free from dirt and marks.

Ground Floor (continued)

Boardroom (continued)

Task	Equipment	Chemical / Product	Desired Outcome
Daily			
Dust and wipe accessible furniture	Microfibre Cloth	Multi-Surface Cleaner	Free from dust, dirt and visible marks.
Empty bins and replace liners where required	Waste Sack	None	Empty, clean externally and fitted with suitable liners where required.
Spot clean internal glazing	Glass Cloth	Glass Cleaner	Free from fingerprints, smears and visible marks.
Vacuum carpet including accessible edges	Vacuum Cleaner	None	Free from dust, grit, litter and visible debris.
Wipe accessible chair surfaces	Microfibre Cloth	Multi-Surface Cleaner	Free from dust, dirt and visible marks.

Corridor

Task	Equipment	Chemical / Product	Desired Outcome
Daily			
Clean and disinfect handles and other touchpoints	Microfibre Cloth	Disinfectant Cleaner	Visibly clean and free from dirt and contamination.
Damp mop hard floor including edges	Flat Mop	Neutral Floor Cleaner	Clean, dry and free from dirt, marks and debris.
Spot clean accessible glazing	Glass Cloth	Glass Cleaner	Free from fingerprints, smears and visible marks.
Spot clean doors	Microfibre Cloth	Multi-Surface Cleaner	Free from fingerprints, dirt and visible marks.
Spot clean removable wall marks	Microfibre Cloth	Multi-Surface Cleaner	Free from removable marks and visible soiling.
Spot clean skirting	Microfibre Cloth	Multi-Surface Cleaner	Free from dust, dirt and visible marks.
Vacuum carpet including accessible edges	Vacuum Cleaner	None	Free from dust, grit, litter and visible debris.

Ground Floor (continued)

Office 1, 2 and 3

Task	Equipment	Chemical / Product	Desired Outcome
Daily			
Clean and disinfect high-touch points	Microfibre Cloth	Disinfectant Cleaner	Visibly clean and free from dirt and marks.
Damp mop hard floor	Flat Mop	Neutral Floor Cleaner	Clean, dry and free from dirt, marks and debris.
Dust accessible low-level surfaces	Duster	None	Free from visible dust and debris.
Dust and wipe accessible furniture	Microfibre Cloth	Multi-Surface Cleaner	Free from dust, dirt and visible marks.
Empty bins and replace liners where required	Waste Sack	None	Empty, clean externally and fitted with suitable liners where required.
Spot clean accessible internal glazing	Glass Cloth	Glass Cleaner	Free from fingerprints, smears and visible marks.
Spot clean doors and handles	Microfibre Cloth	Multi-Surface Cleaner	Free from fingerprints, dirt and visible marks.
Spot clean skirting	Microfibre Cloth	Multi-Surface Cleaner	Free from dust, dirt and visible marks.
Vacuum carpet including accessible edges	Vacuum Cleaner	None	Free from dust, grit, litter and visible debris.
Wipe clear accessible desk surfaces	Microfibre Cloth	Multi-Surface Cleaner	Free from dust, dirt and visible marks.

Meeting Room

Task	Equipment	Chemical / Product	Desired Outcome
Daily			
Clean accessible table surface	Microfibre Cloth	Multi-Surface Cleaner	Free from dust, dirt, fingerprints and marks.
Clean and disinfect high-touch points	Microfibre Cloth	Disinfectant Cleaner	Visibly clean and free from dirt and marks.
Damp mop hard floor	Flat Mop	Neutral Floor Cleaner	Clean, dry and free from dirt, marks and debris.
Empty bin and replace liner	Waste Sack	None	Empty, clean externally and fitted with a suitable liner.
Spot clean internal glazing	Glass Cloth	Glass Cleaner	Free from fingerprints, smears and visible marks.

Ground Floor (continued)

Meeting Room (continued)

Task	Equipment	Chemical / Product	Desired Outcome
Daily			
Vacuum carpet	Vacuum Cleaner	None	Free from dust, litter, grit and visible debris.
Wipe accessible chair surfaces	Microfibre Cloth	Multi-Surface Cleaner	Free from dust, dirt and visible marks.

Kitchen

Task	Equipment	Chemical / Product	Desired Outcome
Daily			
Clean and disinfect high-touch points	Microfibre Cloth	Disinfectant Cleaner	Visibly clean and free from dirt and marks.
Clean and disinfect worktops	Microfibre Cloth	Food-Safe Surface Cleaner	Clean and free from crumbs, spills, grease, dirt and marks.
Clean and polish taps	Microfibre Cloth	Washroom Cleaner	Clean and free from scale, dirt, water marks and smears.
Clean microwave interior and exterior	Microfibre Cloth	Food-Safe Surface Cleaner	Free from food residue, grease, spills and odour.
Clean sink and drainer	Microfibre Cloth	Multi-Surface Cleaner	Clean and free from food residue, staining, scale and marks.
Clean table surfaces	Microfibre Cloth	Food-Safe Surface Cleaner	Free from crumbs, spills, dirt and marks.
Empty bins and replace liners	Waste Sack	None	Empty, clean externally and fitted with suitable liners.
Spot clean cupboard fronts and handles	Microfibre Cloth	Multi-Surface Cleaner	Free from grease, fingerprints, dirt and visible marks.
Vacuum or sweep then damp mop floor	Flat Mop	Neutral Floor Cleaner	Clean, dry and free from crumbs, dirt, grease and debris.
Wipe accessible appliance exteriors	Microfibre Cloth	Multi-Surface Cleaner	Free from grease, fingerprints, spills and visible marks.